

AFTER ACTION REPORT

To: Reynold Douglas, Facility Services Manager
From: Steve Williams, Facility Services Crew Supervisor
Date: October 18, 2011
RE: After Action Report of Houston Levee Field Lights

- Purpose
 - What did we set out to do? Make any needed repairs in order to have normal operation when called for.
 - What was supposed to happen? Locate any problem with field lights, scoreboard or electrical and make repairs.
 - Is there a process or procedure in place for this activity? Currently, there is no written process or procedure in place for check and/or repair of lighting and electrical repair.

- Executive Summary
 - What actually happened? Responded to call on 10/7 and checked for visible signs of any problem both on fields and in electrical room which none were found. Lights were cycled on and left on for a period of time in order to run at 100% and heat up with chance of locating any possible burning wires or breakers. No problem located so lights were cycled off and work order completed. Reported on 10/10 that there were problems with lights over weekend so Facility Services responded and this time located a burnt wire in top wire trough over electrical panels. While replacing wire it was discovered that “B” phase lug in disconnect had heated up and was stressed needing to be replaced. Repairs and adjustments were made with what we had to work with and lights were put back in operation. Replacement was located on 10/12 and we scheduled to replace or rebuild disconnect on 10/14 since MLGW had to be scheduled to shut power off. Disconnect was rebuilt on 10/14, lights were tested and job was considered complete.
 - Why did it happen? Loose connection on disconnect.

- What did not work well and needs to be changed? A preventative maintenance program to service all electrical panels and disconnects would help with this problem occurring as much. Locating the problem on the first call should have sped up the process in final job completion.
- Lessons Learned
 - What can we do better next time? Be more thorough on first call.
- Action Items
 - Develop a list of the actions to fix specific needs, Examples
 - Trouble shooting checklist
 - Root cause analysis- Ensure that all possible trouble items have been checked.
 - Timelines and responsibilities
 - Facility Services will develop a trouble shooting checklist by the end of 4th quarter of FY12.